



Administrative Policies and Procedures: 27.20

Subject:	Search Procedures for DCS Group Homes
Authority:	TCA 37-5-105; 37-5-106
Standards:	COA: PA-GLS 11.02
Application:	To All Department of Children's Services DCS Group Home Employees

Policy Statement:

Thorough, unannounced, authorized searches of youth, youth property, youth living areas, or other areas of the facility shall be conducted frequently and no less than once per month for reasonable cause to ensure the safety and security of DCS Group Homes, youth, and employees. Searches shall comply with applicable State and Federal laws.

Purpose:

To provide employees with procedures for searches to ensure the safety and security of DCS Group Home youth, employees, volunteers and visitors.

Procedures:

A. Types of searches	<p>1. Purposes</p> <p>The Group Home Supervisor may authorize a search to locate contraband or missing or stolen property or for reasonable cause.</p> <p>2. Types of searches allowed:</p> <ul style="list-style-type: none">a) Room or area search: thorough inspection of a house, a room, or any other area, and of items and furniture therein.b) Frisk: a search of the person during which the youth is not required to undress (also known as a "pat down").
B. Restrictions	<p>1. Respect for youth</p> <ul style="list-style-type: none">a) Employees conducting a search must avoid unnecessary force or embarrassment to a youth whose person and/or belongings are being searched.b) Employees must not use searches of a youth or his/her property as a form of harassment or punishment.

	<p>2. Room or area search</p> <p>a) After a search, the employee(s) must leave a youth's room as it was found.</p> <p>b) Employees must respect the personal property of youth and must not willfully discard, break, or misplace it.</p> <p>c) A youth may be allowed to witness the search, provided he/she does not interfere.</p> <p>3. Frisk search</p> <p>Employees may conduct a frisk search in any part of the facility, excluding closets and bathrooms.</p>
C. Refusal to be searched	Youth refusing any type of search may be subject to disciplinary action.
D. Contraband	<p>1. Applicable policy</p> <p>Employees must handle all contraband discovered during a search in accordance with DCS Policy 27.21, Contraband.</p> <p>2. Weapons and explosives</p> <p>Any weapons, ammunition or explosives confiscated must immediately be reported to the local law enforcement, Director of DCS Group Homes and Internal Affairs. Group home staff must request law enforcement's assistance with the safe removal of the items from the group home.</p>
E. Documentation	<p>The employees conducting a search of any type must document the search on the permanent facility log Form CS-0298, Daily Log including:</p> <ul style="list-style-type: none"> ◆ Date, ◆ Time, ◆ Type of search, and ◆ Initial of the employees who conducted the search.
F. Notification	Each facility must post a printed sign informing all visitors that they are subject to a search. The sign must be posted in a noticeable location at the entrance/exit of the facility. Searches will be outlined in the youth handbook.

Forms:	<i>None</i>
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Collateral documents:	<i>None</i>
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Glossary:	
<i>Term</i>	<i>Definition</i>
<i>Reasonable cause:</i>	Such grounds as would be considered fair, proper, just, moderate and suitable under the circumstances.